



# Job Description

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## Job Title Cleaner

**Grade:** OCMAT Kent Range 2

**Hours:** 10 hours per week

**Weeks:** Term-time only (42 weeks) plus 4 weeks in school holidays for deep cleaning

**Salary:** £KR2

**Working hours:** 3.30-5.30pm Monday to Friday

**Based at:** Borden CEP School (Travel between Trust sites may be required)

### Purpose of the job

Clean and maintain areas of the school in a timely manner, under the direction of the Headteacher, to uphold high standards of cleanliness and hygiene throughout.

### Key duties and responsibilities

Provide a comprehensive cleaning service to allocated areas including dusting, vacuuming, washing floors, emptying bins and other similar tasks to maintain a high standard of cleanliness and hygiene at all times. Replenish hand towels, toilet rolls and soap to ensure areas are clean, neat and tidy.

Maintain clean toilets to ensure hygiene standards are met.

Collect and dispose of waste.

At all times, perform allocated duties in line with health and safety regulations.

- Follow school health & safety policies and guidelines, ensuring that cleaning is carried out in a safe manner and that any risks and hazards are reported appropriately.
- When using chemicals or other hazardous substances, perform duties in line with COSHH regulations.
- Operate domestic and industrial cleaning equipment in a safe way.
- Report any defects to the site manager to enable repairs to be carried out.
- Store equipment and materials safely and securely

Undertake specialised cleaning programmes, during school closures. Complete a deep clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, polishing wooden floors, machine scrubbing non-slip etc to ensure all areas are clean and fresh.

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.

Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school. Maintain confidentiality and discretion in all aspects of work.

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children.

Any other work requested by, and deemed appropriate by, management.

**This role is subject to an enhanced DBS check.**

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Person Specification



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Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education		<ul style="list-style-type: none"> <li>GCSE grade A*-C in English and mathematics</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Previous experience of cleaning to a high standard</li> <li>Previous experience of working with cleaning machinery and chemicals</li> </ul>	<ul style="list-style-type: none"> <li>Previous cleaning experience in an education setting</li> <li>Knowledge of basic health and safety rules and regulations including manual handling</li> </ul>
Skills	<ul style="list-style-type: none"> <li>A commitment to safeguarding and promoting the welfare of children</li> <li>Evidence of successful team working</li> <li>Able to recognise the importance of ensuring a safe and secure environment</li> <li>Good communication skills</li> <li>Demonstrably professional, honest, loyal and hard working</li> <li>Able to manage own time effectively and prioritise workload.</li> <li>Able to use cleaning machinery safely.</li> <li>Able to undertake flexible working patterns including evenings and weekends</li> <li>Able to travel between sites.</li> <li>Able to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of basic health and safety rules and regulations</li> <li>Knowledge of relevant school policies which keep children safe in education EG Safeguarding and Child Protection</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>Discreet</li> <li>Good sense of humour</li> <li>Good time keeping and attendance.</li> <li>Appropriate levels of personal presentation</li> <li>Self-motivated and pro-active</li> </ul>	
Values	<ul style="list-style-type: none"> <li>Commitment to Trust's aims and values</li> <li>Commitment to continuous personal development</li> <li>Honest and reliable, displays integrity and commitment to the Trust.</li> <li>To enrich children's lives</li> </ul>	